



BUSINESS AFTER HOURS (BAH) 2016

Thank you for agreeing to host a Basalt Chamber Business After Hours (BAH). This is a networking event for Chamber members and their guests to come together and get to know each other. BAH is an ideal opportunity to showcase your business and to network with other business owners and residents in the Basalt area!

We ask that you read over the following guidelines and verify that the information on this form is correct.

Primary Host signs this form at the bottom & **Additional Co-Hosts** sign by your business on page 2. Please return the signed contract and \$150 deposit along with each business logo and description paragraph to Robin via email: director@basaltchamber.com as soon as possible to confirm your place as Business After Hours Host.

Date of Event: _____

Final Contract Deadline: January 31, 2016
(all co-hosts/caterers must sign-Final contract date)

Primary Host: _____ **Caterer(s):** _____

Event Address: _____

Contact: _____ Phone: _____ Email _____

Theme if any: _____

Anyone participating in any capacity(co-hosts, caterers businesses providing door prizes, etc.)must be members of the Basalt Chamber. The hosts will provide beverages, beer, wine, and appetizers, all paper products, and a minimum of 3 door prizes to be given away.

- *Please Note: Expect anywhere from 40-60 people to attend; a larger, widely-advertised venue may attract up to 100 people. Attendance averaged around **55 people for the events in 2014.***
- *The hosts are encouraged to advertise the event and send out announcements/invitations directly to clients, customers, patients, and community members about the event.*
- *The hosts are encouraged to provide promotional materials for attendees.*

The Host or Hosts (“Host”) of any Chamber After Hours event (Event) hereby acknowledges that the Host is solely responsible for safety and supervision of the Event and contracts with vendors for food, entertainment, and any other services procured for the Event. The Host must obtain any permits, if any, that may be required for the Event. The Host shall indemnify and hold harmless the Basalt Chamber of Commerce (“Chamber”), its employees, agents, Members of the Board of Directors (Board) volunteers, successors and assigns against any and all claims, injuries or actions of any kind including any claim of negligence by the Chamber or its employees, Board Members or volunteers which arises out of any action or failure to act that is directly or indirectly related to the Event. The Host agrees to take full and sole responsibility for liability for vendor contracts, the safety of the premises and supervision of the serving of food and drink including any alcoholic beverages served. The Host is responsible for a \$150 deposit guaranteed by a credit card with the signed contract. Your card will be charged only in the event of event cancellation.

- Please feel free to contact **Robin at the Basalt Chamber of Commerce 927-4031** or director@basaltchamber.com with any questions regarding your Business After Hours.

I have read and understand the guidelines to co-host Business After Hours.

Signature

Host Business

HOSTS & CO-HOSTS

ALL CO-HOSTS WILL BE ADVERTISED ON ALL PUBLICITY
**PLEASE PROVIDE YOUR LOGO and BUSINESS PARAGRAPH TO THE CHAMBER
AT LEAST 60 DAYS PRIOR TO THE EVENT DATE.**

Please sign next to your business name accepting the guidelines for Co-Hosting BAH
And return to the Chamber office by email to director@basaltchamber.com or mail to Basalt Chamber
of Commerce, P.O. Box 514, Basalt, CO 81621

CO-HOSTS:
BUSINESS

SIGNATURE

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

DEPOSIT GUARANTEE

I have committed to participate with the Basalt Chamber of Commerce in hosting a Business After Hours in _____ 2015. I understand that I am responsible for a \$150 performance guarantee and authorize the Basalt Chamber to charge \$150 amount to my credit card if I cancel the event or otherwise fail to follow through as agreed.

Type of Card: MasterCard Visa

Business Name: _____

Name on Card: _____

Card Number: _____

Expiration Date: _____ 3-Digit Code on Back: _____

Billing Address (including zip code): _____

Signature: _____

Amount of Charge: \$150.00

Business After Hours Host Responsibilities

- ✓ The Host, Co-Hosts and Caterer **must** be members of the Basalt Chamber. (*Encourage a non-member to join and receive a \$20 Chamber credit toward your membership*)
- ✓ The Host and Co-Hosts will provide beverages, beer, wine, and appetizers for 50-70 guests, including all paper products, silverware, cups, napkins, etc.
- ✓ The Host will organize a minimum of three (3) door prizes to be given away.
- ✓ The Host will provide a registration table for Chamber staff. If one isn't available, please notify the Chamber so that other arrangements can be made.
- ✓ The Host and Co-Hosts are encouraged to provide promotional materials for the guests.
- ✓ The Host and Co-Hosts are encouraged to advertise the event, post in local calendars and send out announcements/invitations directly to clients, customers, patients, etc. about the event. The most successful events are those widely advertised.
- ✓ The Host is to sign page one (1) of the contract and provide a copy to the Chamber before the agreed month is officially assigned
- ✓ The Host is responsible for having all Co-Hosts read the contract and sign on page two (2) of the contract at least 60 days before the event date. This ensures adequate time to market the event.
- ✓ The Host is responsible to provide a business paragraph and logo to the Chamber **at least 60 days before the event date** for the newsletter and e-blast, and other marketing.
- ✓ The Host is responsible to inform all Co-Hosts of their responsibility to provide a business paragraph and logo to the Chamber 60 days before the event date.
- ✓ The Host is responsible for arranging meetings with all Co-hosts to determine a theme, if desired, and a budget for the event at three (3) months in advance. (A Chamber representative would be happy to also attend)
- ✓ The Host is to advise the Chamber of the requested duties for which they will need assistance including bartending, set-up, take down, clean up, etc. at least 2 weeks prior to the event.
- ✓ The Host is responsible for collecting and disbursing any money from co-hosts.
- ✓ The Host is responsible for a \$150 deposit to be turned in with the signed contract that will be refunded after the event (a credit card guarantee is acceptable).

By signing below, I/We understand and accept the responsibilities of hosting a Chamber Business After Hours event.

Location Host

date

Chamber Representative

date

Business After Hours Chamber Responsibilities

- ✓ The Chamber will announce an annual slate of Business After Hours events for all new and prospective members and encourage participation.
- ✓ Chamber Staff will take every opportunity to promote your event/business on a personal basis before and during the event.
- ✓ The Chamber will provide advertising through the weekly newsletter and e-Blast on the Monday before the event. Business After Hours information will also be available throughout the year on <http://business.basaltchamber.org/events>.
- ✓ The Chamber will handle registration and provide self-adhesive name badges for guests. Hosts are asked to provide a table for Chamber information and registration purposes. If none is available please notify Chamber staff so that other arrangements can be made.
- ✓ The Chamber will collect guest business cards at registration, draw business cards for the door prize winners and distribute the prizes to the winners at 6:30 PM on the evening of the event. Winners must be present.
- ✓ The Chamber will conduct a “Bragging Bucks” session for fellow members to talk briefly (30 seconds per dollar) about their business news.
- ✓ The Chamber coordinates with the Host for staff and volunteer assistance in registration, bartending, set-up, take down, clean up, etc.
- ✓ Following the event the Chamber will post or help you to post photos on our Chamber and social media pages. As Chamber staff are often occupied at the event, please invite your staff to take and submit photos for publication.
- ✓ We look forward to putting on a great event together.

Other: _____

